

STAFF SERVICES ANALYST (GENERAL) TRANSFER EXAMINATION



**CALIFORNIA
AIR RESOURCES
BOARD**



**CALIFORNIA ENVIRONMENTAL
PROTECTION AGENCY**

OFFICE OF THE SECRETARY

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

STAFF SERVICES ANALYST (GENERAL) TRANSFER EXAM

EXAM CODE: 1AR21

WHO SHOULD APPLY

This is a transfer examination for the California Air Resources Board (ARB) and the California Environmental Protection Agency (Cal/EPA), Office of the Secretary. Competition is limited to ARB and Cal/EPA employees who meet the requirements to laterally transfer into the Staff Services Analyst (General) classification. State Personnel Board Rules 425, 430-433, 435, and 444 contain general provisions for lateral transfer.

CUT OFF DATE (for this Administration): September 30, 2011

HOW TO APPLY

To participate in the upcoming written examination, the California Air Resources Board and the California Environmental Protection Agency employees will be required to complete the following no later than the cut off date:

- [Staff Services Analyst \(General\)-Request for Transfer Examination Form \(ASD-HRB 279\)](#). This form should be e-mailed to mzarate@arb.ca.gov.

NOTE: If you have a disability and need special testing arrangements, mark the appropriate box on the SSA Request for Transfer Examination Form. You will be contacted to make specific arrangements.

TESTING PERIOD: Unsuccessful candidates may be tested only once during a six-month period (January-June and July-December).

WRITTEN EXAMINATION

It is anticipated that the written examination will be given on an as needed basis.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

SALARY RANGES:

Range A: \$2817-\$3426 per month

This range shall apply to those individuals who do not meet the criteria for Range B or Range C.

Range B: \$3050-\$3708 per month

This range shall apply to persons who have satisfactorily completed the equivalent to six months of Staff Services Analyst (General) or Staff Services Analyst, Fair Political Practices Commission, or Management Services Technician (Range B), and may apply to persons who have the equivalent of six months of satisfactory experience outside of State service performing analytical personnel, budget, or administrative duties similar to those of a Staff Services Analyst.

Range C: \$3658-\$4446 per month

This range shall apply to persons who have graduated from a recognized four-year accredited college or university; or who satisfactorily completed the equivalent of 12 months of Staff Services Analyst (Range B) or Staff Services Analyst, Fair Political Practices Commission (Range B), experience; and may apply to persons who have equivalent of 18 months of satisfactory experience outside State service performing analytical personnel, budget, or administrative duties similar to those of Staff Services Analyst (General).

EXAMINATION INFORMATION

The entire examination will consist of a written test weighted pass or fail.

WRITTEN TEST SCOPE:

1. Quantitative Analysis
2. Data Analysis and Interpretation
3. Workload Management/Project Management Scenarios

ELIGIBLE LIST INFORMATION

An eligible list will be established for use by all departments. Successful candidates will have list eligibility indefinitely.

QUESTIONS: Email mzarate@arb.ca.gov with questions regarding the SSA transfer examination. To ensure a timely response, please enter "SSA Transfer Examination" in the subject line.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

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FINAL FILING DATE: CONTINUOUS

STAFF SERVICES ANALYST (GENERAL) TRANSFER EXAMINATION
BULLETIN RELEASE DATE: SEPTEMBER 9, 2011

GENERAL INFORMATION

"**The energy challenge** facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our website at www.arb.ca.gov ."

It is the candidate's responsibility to contact the **Air Resources Board Examination Analyst, Martha Zarate at (916) 327-2954 or by email at mzarate@arb.ca.gov** three days prior to the written test date if they have not received their notice.

For an examination without a written feature it is the candidate's responsibility to contact the Air Resources Board Examination Analyst, **Martha Zarate at (916) 327-2954** three weeks after the final filing date if they have not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach them prior to the day of the interview due to a verified postal error, they will be scheduled upon written request.

The Air Resources Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which the examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be extended as conditions warrant.

For specific examination questions, contact the Examination Unit at (916) 327-2954.
TTY/TDD/Speech-to-Speech users may dial 711 for the California Relay Service.